



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 01/02/2015	Employee Requisition Number ER-15109	JOB OPPORTUNITY	
Title/Position: COOK			
Pay Grade SG 7	Salary Range \$22,380-29,161	Classification Full Time	
Department: CHILD CARE	Location: Wetumka	Location Code: 98	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Under the supervision of the Child Care Center Supervisor, the Cook shall be responsible for the planning and preparation of all meals and snacks for the children of the center.
Principal Duties and Responsibilities:	<ol style="list-style-type: none">1. Shall prepare, cook and direct the preparation of food items for all children attending the center.2. Shall be responsible for the coordination and planning of meals to ensure the centers meals and snacks are served in a timely manner.3. Shall place orders for all products necessary to provide services.4. Shall maintain kitchen equipment; assure that all safety and sanitation requirements are maintained.5. Shall monitor the cleaning of equipment, kitchen and dining area and supervise cook aide.6. Maintain all records and keep current inventory regarding kitchen equipment and supplies.7. Keep food handler's permit current.8. Perform any other duties as assigned.9. Safely operate a Tribal Vehicle and complies with regulations governing vehicle use.10. Maintain confidentiality of all Office of Child Care clients and personnel.
Minimum Requirements:	High School Diploma or GED equivalent. Must submit to and pass all necessary background checks and drug tests.
Preferred Requirements:	Associates Degree in Food Service or Culinary Arts with related experience and/or with 3 years knowledge of well balanced meals and nourishing foods.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Food Handlers

Competencies:



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Customer Service:	Responds promptly to customer needs.
Interpersonal Skills:	Maintains confidentiality; Keeps emotions under control.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
Written Communication:	Writes clearly and informatively; Able to read and interpret written information.
Teamwork:	Balances team and individual responsibilities.
Visionary Leadership:	Inspires respect and trust.
Ethics:	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Organizational Support:	Follows policies and procedures; Supports organization's goals and values.
Quality:	Demonstrates accuracy and thoroughness.
Quantity:	Completes work in timely manner.
Safety and Security:	Observes safety and security procedures.
Attendance/Punctuality:	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
Dependability:	Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.